



STATEWIDE TRAINING AND EDUCATION ADVISORY COMMITTEE MINUTES

October 12, 2018 – Sacramento, California

Members Present:

David Barnett, FIREScope
Taral Brideau, California Fire Fighter Joint Apprenticeship Committee
Tom Carlisle, California State Fire Fighters Association
Ron Coleman, STEAC Chair
Randy Collins, California Fire Technology Directors Association (North)
Bret Davidson, So Cal Training Officers
Kyle Heggstrom, FIREScope (alternate)
Sam Hoffman, California State Fire Fighters Association (alternate)
Scott Jaeggi, California Fire Technology Directors Association (South) (alternate)
Jeremy Lawson, CAL FIRE Training Center
Gaudenz Panholzer, California Fire Chiefs Association
Richard Rideout, California Metropolitan Fire Chiefs Inc.
Brent Stangeland, CAL FIRE
Rich Thomas, California Professional Fire Fighters (alternate)
John Walsh, Nor Cal Training Officers
David Winnacker, California Fire Chiefs Association
Kim Zagaris, California Governor's Office of Emergency Services (CAL OES)

Members Absent:

Bradly Arganbright, Nor Cal Training Officers (alternate)
John Binaski, League of California Cities and STEAC Vice Chair
Tony Bowden, Fire Districts Association of California (alternate)
Robert Briare, California Professional Fire Fighters
Chris Coates, So Cal Training Officers (alternate)
Gary Dominguez, California Fire Technology Director's Association (South)
Gareth Harris, Fire District Association of California
Matthew Jewett, California Fire Technology Director's Association (North)(alternate)
Steve Knuckles, League of California Cities (alternate)

State Fire Training Staff:

Kevin Conant, Fire Service Training Specialist III
Kevin Dickson, Fire Service Training Specialist III
Jim Eastman, Fire Service Training Specialist III
Brandon Erickson, Associate Governmental Program Analyst
Kirsten Fonseca, Executive Secretary
Chris Fowler, Deputy State Fire Marshal Supervisor
Andrew Henning, State Fire Training Division Chief
Caryn Petty, Deputy State Fire Marshal I
Marisol Ramos, Associate Governmental Program Analyst
Kris Rose, Staff Services Manager I

Guests:

Mark Bisbee, South Bay Training
John Brenner, River Flood Rescue Tech
Matt Brown, CA-219 Curriculum
Andrew Clark, Solano Community College
Paula Dueweke, Santa Rosa Junior College
Chad McMullen, Las Positas College
Jeff Meston, Cal Chiefs
Billy Milligan, River Flood Rescue Tech
Jane Moorhead, Las Positas College
Brian Preciado, Solano Community College
Matt Samson, South San Francisco Fire Department
Scott Vail, Cal OES (CICCS)

I. Introductions and Welcome

The meeting was called to order at 9:00 A.M. by Chief Ron Coleman, Committee Chairman.

Chief Coleman stated on behalf of Kris Rose that at the last meeting alternates were voting on motions. Please make sure if you are an alternate that you do not vote on a motion unless the primary STEAC member is not in attendance.

A. Roll Call/Quorum Established

A quorum was established during introductions.

II. Agenda Review

Presenter: Chief Coleman

Chief Coleman announced that Chief Henning would like to move Agenda Item #VII A, B and D, Reconfiguration of State Fire Training and #VIII, SFT Update to right before 6A curriculum development as those are critical topics and he would like to be here for them.

III. Approval of the July 13, 2018 Minutes

Motion: Brent Stangeland moved to accept the minutes from July 13, 2018.

Scott Jaeggi seconded the motion.

Action: All members voted unanimously.

IV. State Board of Fire Services (SBFS) Update

Presenter: Andrew Henning

Andrew Henning stated that the State Board of Fire Service (SBFS) approved Cosumnes Fire Department and Contra Costa County Fire as Accredited Local Academies (ALA's)

which hold a 3-year term. A. Henning stated Incident Safety for the Hired Vendor was approved. The curriculum was already approved at the May 24th, 2018 but there was some confusing language within. This was to clarify that a Company Officer is able to teach that course. A. Henning stated Damage Inspection Specialist and Damage Inspection Manager that was approved by Firescope back in April was also approved by SBFS.

V. Consent Items-

A. Reaccreditation of Columbia College

Presenter: Caryn Petty

Attachment 1

Shane Warner spoke about Jim Eastman and Caryn Petty visiting their campus for reaccreditation and wanted to let everyone know it is a very easy process. S. Warner stated that prior to their arrival, Caryn Petty got with him prior to the site visit and there were emails and questions that were taken care of so when they showed up for the reaccreditation the time was used wisely. S. Warner stated he enjoyed his time spent with State Fire Training (SFT) and in the future if Columbia College can assist with anyone going through the reaccreditation process to let them know.

Motion: *Randy Collins moved to accept the reaccreditation of Columbia College.*

Scott Jeaggi seconded the motion.

Action: *All members voted unanimously.*

B. Fire Investigation Certification Update

Presenter: Chris Fowler

Attachment 2

Chris Fowler stated that in February of this year we were approached by the City College of San Francisco through the Strategic Need and they presented to State Fire Training a 4th JPR for Fire Investigations. This provides testimony opportunities for the students more so than the courses currently available. This curriculum builds in courtroom time and preparation time for the student. It is a little shorter than the CCAI & NFA but it is more inclusive of the actual role play of courtroom testimony. We have reviewed the curriculum and accepted it as a 4th JPR.

Motion: *moved to accept the Fire Investigation Certification Update.*
seconded the motion.

Action: *All members voted unanimously.*

VI. Mission Alignment Objectives

A. Achieving National Recognition

1. Las Positas College Accreditation

Presenter: Caryn Petty

Attachment 3

Caryn Petty stated that on August 29th she visited Las Positas College for Accreditation. A small team visited and the best practices observed were a passion and dedication to education and training of the highest caliber. C. Petty stated that the students on campus conduct themselves as if they are department members already. The students are in uniform; they also exhibit respect for their teachers and peers. The college maintains admirably cooperative relationships with neighboring agencies and institutions. The staff and students have taken great pride and effort in the development of this exemplary training program. State Fire Training recommends approval for Las Positas College as an ARTP.

Jane Moorhead wanted to thank State Fire Training. This has been a long time coming. She stated that she cannot say enough about the help they received from State Fire Training. We already have 70 students that have expressed interest in our academy. Thank you for your support.

Motion: *John Walsh moved to accept the accreditation of Las Positas College.*

Bret Davidson seconded the motion.

Action: *All members voted unanimously.*

2. Steering Committee Report

Presenter: Andrew Henning

Andrew Henning stated that State Fire Training staff is still working on reaching out to IFSAC/Pro Board on getting answers on some of the questions we are being asked. We have a meeting in December and hope to bring more of those findings back to this group. Some of those include revising FF1 & 2 as well as changes related to the Vehicle Extrication course. We are trying to bring those courses back to where once you complete your FF1 training components you can move directly into those courses. A. Henning covered the topics that SFT is still working with IFSAC/Proboard. Once we take the information obtained from IFSAC/Proboard back to the steering committee we hope to come to STEAC with another report for recommendations. Randy Collins has brought a CFTDA document regarding ARTP's partnering with non-ALA departments.

Randy Collins stated that CFTDA was fortunate to get a grant by the Chancellors Safety Advisory Committee to work on what is known as a toolbox kit for FF1 testing. One of

the components to that is different models being used to do FF1 testing. Randy spoke about the different types of testing which is talked about on the CFTDA document.

B. Curriculum Development & Delivery

1. Aircraft Rescue & Firefighting Awareness

**Presenter: Andrew Henning
(Attachment 4)**

Andrew Henning stated that Joe Bunn was unable to make it today. The Aircraft Rescue & Firefighting Awareness is essentially a type one Engine responding to an incident at an airport or outside the airport perimeter. This is an 8-hour awareness course, staff has received no comments from STEAC or the fire service regarding this curriculum. Staff is requesting approval for this curriculum.

Motion: *Bret Stangeland moved to accept the Aircraft Rescue & Fire Fighting Awareness Curriculum.
Richard Rideout seconded the motion.*
Action: *All members voted unanimously.*

2. Open Water Rescue Boat Operator

**Presenter: Kevin Conant
(Attachment 5)**

Kevin Conant discussed the making of Open Water Rescue Boat Operator class. K. Conant stated OES created an opportunity for a grant and the curriculum was formalized. We have received no commentary since its first reading. This class will allow a Fire Chief to know that he or she can get a person trained in what is both NFPA compliant and the best practice for a maritime event of open water and know that their employees will be trained by people who have demonstrated both competency as an instructor and they will come out of that demonstrating competency by the number of hours and skills.

Motion: *Kim Zagaris motion to accept the Open Water Rescue Boat Operator curriculum.
Tom Carlisle seconded the motion.*
Action: *All members voted unanimously.*

3. River/Flood Rescue Technician FSTEP Course

**Presenter: Kevin Conant
(Attachment 6)**

Kevin Conant spoke about CAL FIRE responding to the Oroville Dam crisis, Swift Water Rescue and the need for a state of the art curriculum. OES provided a grant and created a curriculum and approached us. Both CAL FIRE Training and OES came up with additional money to put together a cadre. This is the first reading of what we are calling the River Flood Rescue Technician. With this we will now have an NFPA compliant state of the art curriculum and in the format of SFT curriculum development module.

Kim Zagaris stated he met with FEMA and USAR Chiefs and one of the things we need to make sure is our curriculum is enough. Zagaris said the FEMA curriculum did not match up to the California curriculum and to make sure we don't end up with duplication. We need to make it as easy as possible for our swift water folks so we don't have to do additional training and have additional costs.

Kevin Conant and Kim Zagaris discussed who to contact regarding questions/changes.

4. Ethical Leadership for Instructors (2018)

**Presenter: Jim Eastman
(Attachment 7)**

Jim Eastman spoke about updating the Ethical Leadership Class (ELC). The terminology changed to Ethical Leadership for Instructors. This has been around since 2007 and was to maintain professional edge with our instructors. We roughly have about 2000 active instructors who have had that training. We were tasked to bring instructors up to date with a new curriculum model. This will become the new requirement for all individuals seeking instructor training after the other is retired. During the past, it was required to be a Master Instructor to teach Ethical Leadership. Since then, Master Instructor has been retired. Currently there are 24 instructors that have been providing the service without any issues. There are over 250 people that qualify to teach ELC in the future if they apply. The cadre was put together with one half being practicing Ethic Instructors and the other half we will call our soon to be Ethics Instructors. The goal is to make teaching the class less restrictive. The past requirements were Master Instructor and Chief Officer. The Cadre decided to open it up to company officer rank. In addition to five full time years of experience and a Company Officer for two years, you will have to have taught three CFSTES courses in the last five years. The reason is we need to see if they have good sound ethical values displayed in class. RS1 & 2 does not qualify.

Jeremy Lawson stated he is not sure what Jim is discussing meets the level we need to go to with this course. There was a question as to whether we are try to provide an instructor that is ethical or are we looking for an ethical person to be an

instructor and he wasn't sure if that is outlined in this document. We are trying to create an instructor that is ethical but doing so utilizing courses that don't create ethics. 200 people could be instructors using these courses but none talked about ethics at all. The evaluation of teaching your first course has nothing to do with ethics. The ethics part has to do with what they are doing in their every day job. I don't understand how we are creating an ethical person to teach this course, essentially what we are doing is the same thing as what we have been doing which is, let's make a list of requirements and if we find an individual that has the willpower to teach this course, regardless if they are ethical or not, they know what the finish line looks like and we just asked them to outlast what our requirements are. We have eliminated our FSTEP course and If we are simply requiring CFSTES to maintain currency, we may be missing the mark as far as relating to the future instructors we are trying to create. If you look at the current list of 24 instructors, 2/3 are retired. The question we need to ask ourselves is, might we be reducing the requirements to teach this course. Are we creating enough instructors through this process to replace those instructors already retired and are we creating active duty fire fighters to teach this? J. Lawson stated that we need to make sure we are creating a process that is sustainable and keeps us moving in the direction we want to with current active employees teaching this course.

Jim Eastman stated that he appreciates the comments. He stated that in the current system there has been delivery with no problem, no class request has gone unfilled. Finish line established. We are just updating this class, we are using current standards just making it more available to a whole new audience, company officers, not just chief officers. I don't know if we want to add additional requirements when we have already established them.

J. Lawson stated that he isn't suggesting to reduce the rank to fire fighter, he is fine with company officer, he is just making sure we are not just putting things in place because that's how we have done them in the past. Don't use past success as good success. Their ethics are not coming from SFT they are coming from their own department. We have to understand that replacing additional requirements is not ensuring ethics, so how are we ensuring the ethics.

Kim Zagaris stated that at the end of the day we are teaching values, I think what we are saying here are the standards we want you to teach to, they may not follow. All we are trying to do is establish a minimum we expect.

Kevin Conant stated that he thinks there is a way to address what Chief Lawson is asking and he would hope that he would work with staff. I think a Fire Chiefs letter could attest to a person so it wouldn't just be anyone sliding through the cracks. There is an opportunity for the Chief to weigh in on whether someone should be an ethics instructor for SFT.

Jeff Meston stated that he was the lead back in the day for this course. There were several issues that came up during that period of time. One question was how does rank have anything to do with your ability to teach Ethics. We actually wanted the

fire chief to sign a piece of paper and put some effort into evaluating the instructor. Some of you may not know but there were times in SFT that you would go to class that was 40 hours and you would attend only 16. J. Meston stated that he thinks we have come a very long way.

Andrew Henning stated that this is a very good discussion and just because we have always done something doesn't mean that we can't figure out if there is a better way so SFT is open to discussion.

5. CA-219 Wildland Fire Fighting-Firing Operations

**Presenter: Chris Fowler
(Attachment 8)**

Chris Fowler stated the following recommendations were made to SBFS in January, April and July to propose an FSTEP course for Wildland Firing Operations curriculum. We have taken all information from Scott Vail and the fire community and in your attachments, you have the course plan, student task book, and supporting documents. We are hoping for a favorable outcome.

Kevin Conant stated it was agreed by members of the AdHoc committee that we had FIREScope, OES, CICCIS, CFTDA and subject matter experts putting this together. What we came up with was a 32-hour curriculum. In California, it was agreed that if Engine Boss, Strike Team Leader, Division Supervisor, and Firing Boss requires the demonstration of competency for live fire then there should be something in the catalog or CIRM that teaches that skill and that the student has to adequately demonstrate that skill. So, this course will replace S219. For those agencies that want to use S219 they have to follow the NWCG and CWCG guidelines for being able to produce that course. Local government will have to make a decision whether they want S219 without live fire or CA219 that includes live fire. One question was if a person signs up for CA219 and don't get live fire what happens? They would not receive a course completion certificate and it would be up to them and the instructor to complete the course in order to receive the course completion certificate. In addressing that, in the attachment there is a burn plan, there is nothing like that in the C234, S234 or S219. That burn plan outlines all the activity that goes on. See implementation plan for qualifying instructors. If you have to submit to PACE, Chief Henning will waive the fee up until July of next year.

Discussion took place related to this new curriculum. Bret Davidson asked will this integrate into CICCIS? Scott Vail responded that yes it will.

Bret Davidson stated that he doesn't think anyone should be doing a firing class and certifying anyone at anything unless there is live fire. Ethically I just don't think you should do that but I get there is a chokehold.

It was mentioned that the live fire component for NWCG at the federal agencies is not something they are actively pursuing right now. They wanted live fire but certain stakeholders in different regions felt that because they do so much burning

with their seasonal fire fighter's that they never felt there was a missing component. They are doing it in S130, S131, S230, S231. Knowing that their curriculum is shared and used nationwide, not just with federal agencies, that's why the committee was pushing for the live fire.

Brent Stangeland stated looking back at the Carr fire, he thinks there is a huge educational need to know how serious it is to put live fire on ground. Bret Davidson stated it should be a well thought out process that we use as a useful tool. It is useful but needs to be taught right and at the lowest level.

Mark Bisbee stated that if we are looking to package a skillset, we really should be looking at Awareness level and Operational level so when you get a skillset it comes with a package of skills at different levels. Brent Stangeland stated there may be opportunity with the rewrite of FF1 to incorporate that into the curriculum.

David Barnett asked if there is a crosswalk for students who took NWCG 219 to come in and take two days of firing and get a CA219 cert? Kevin Conant answered no there isn't.

David Barnett asked if the course is cancelled because of the inability to burn, how long do they have to do the makeup? Kevin Conant answered that since this is generation 1, we are making it up as we go so we will work that out with the registered instructors. Chris Fowler stated we can take those on a case by case basis.

Kevin Conant stated there is also a task book with this class. In terms of Instructor and Assistant instructors it mirrors what we have in the S219 in terms of intent, we just use a different terminology.

Motion: *Zagaris moved to accept the CA-219 Wildland Fire Fighting Firing Operations.*

David Barnett seconded the motion.

Action: *All members voted unanimously.*

VII. Reconfiguration of State Fire Training

A. SFT Fee Adjustment

Presenter: Andrew Henning

OSFM met with several stakeholders on September 6th as part of the Adhoc SFT adjustment process. Andrew Henning stated that he has said for almost a year now that SFT is a special funded program that is 100% user fee based. We partnered with Sacramento State and two PHD's in accounting to do an independent assessment of SFT's fee structure as well as to help us develop a tool to figure out what we should be charging for SFT services. The group of professors put a presentation together, modified it and gave back to him. He stated that he will have a conference call to finalize it and

make sure SFT remains budget neutral. We are anticipating it to come back to STEAC in January for information only then February to SBFS for information only. It will then come back to STEAC in April 2019 for motion and the SBFS for motion in May 2019. Notice of proposed action will be done with a 45 day comments. If changes need to be made and it is a non-substantial comment, it will add 15 days. If it is major change then it will add 45 days. We are anticipating the new fee change January 2021. Typically, OAL will let you put the fee in place the next quarter after approved but this should go smoothly and SFT will apply the fee change in January 2021. Kim Zagaris asked what is the total dollar amount? A. Henning stated that it was somewhere between 3.6/4 million.

Ronny Coleman stated that this conversation goes back to 1928. It requires everyone steps up to plate because it's not going to change. Jeff Meston, Bret Davidson, Ronny Coleman and Kim Zagaris had a discussion regarding funding and the cooperation that is needed.

B. SFT Update

Presenter: Andrew Henning

No Report

C. Upcoming Curriculum Projects FY 18/19

Presenter: Andrew Henning

(Attachment 9)

Andrew Henning passed out attachment 9 which shows what SFT is proposing to do for our curriculum projects. There is a contract with Sacramento State for 300,000 each year for curriculum development and other services. Some of these other services are the work we are doing with them for the Fee project. We would like STEAC's advisement on whether there is a higher need for a cadre not listed. The cadres we are proposing to move forward with this year is updating our FF1 curriculum to meet new NFPA 1001 and 1072 for our IFSAC/Pro Board requirements, additionally we want to expand our IFSAC and Pro Board Accreditation to the FF2 certification track. We are also planning on writing our own FF1/2 written exam. Right now we are buying a test bank through a company out of Florida who limits how we can do the exam delivery. We feel it's in our states best interest to write our own exam. We plan to use the IFSTA as well as Jones and Bartlett test bank that they provide to state entities as our base and then meet with subject matter experts to write our structural Fire Fighter, Wildland Fire Fighter, and our Hazmat exam and that opens our opportunities of where we can take our exam. At this point in time we are not looking at continuing our support for the fire engineering book and the reasoning is our ALA & ARTP and amount of staff time it takes to validate a test bank.

The next cadre is the Mental Health/Cancer Awareness cadre. They will essentially be used to look at how we can improve our curriculum to build in a mental wellness component as well as

cancer awareness into our FF1 & 2, CO, CFO, ECFO tracks. This group will modify this curriculum and look at if we need to add time to the curriculum or do we have places in the curriculum where we can go more into detail. We already have EAP so can we build out that to provide more mental health. The goal is to use as much off the shelf software that we can.

Kim Zagaris asked if we are talking about behavioral health? He suggested working with Cal Chiefs, OES, CPF, and others working with behavioral health task force. Good coordination will go a long way.

Andrew Henning, we want to bring in subject matter experts to help SFT on what can be done with our existing curriculum, it is more of an advisement on should we build into our current curriculum or create FSTEP courses. Kim Zagaris stated Cal Jac will accept us with open arms so I think it is a good move.

Bret Davidson stated that in the past California has had mental health, Urban Wildland Interface, etc. Our current philosophy is if it's not an NFPA standard we do not put in our curriculum. Are we again going to pull away from NFPA and put in what's good for California fire service?

Kevin Conant stated that it would be great to see an SFT representative in any of those groups especially if it has to do with Cal Jac. I will be the lead on the Mental Health and Cancer cadres. There is a slight correction, for Certification tracks we have to be conclusive of everything that's in NFPA but we have the ability to exceed it. The reason we are talking about an FSTEP course as well is for those folks that don't want to go down the road of certification or those folks already certified but would like to be exposed to this information.

David Barnett asked in regard to the responsibilities of Fire Officer requirements, ICS positions, is there any guidance for behavior health? How are we guiding towards changing NFPA standards? Bret Davidson, I think our issue is we have always had problems getting California representation on NFPA committees because of the cost. We don't even have the funding for SFT staff to participate and that has been a longstanding issue. We need to have California representation. Jim Eastman, we had a meeting at your facility Chief Zagaris and NFPA showed up at that meeting and said they wanted to work more with us.

Andrew Henning stated the next two cadres are placement holders. California needs to update our Rescue Systems courses. We would like to work with the USAR Technical committee and FIRESCOPE to figure out what the priority need is in the rescue systems courses. Essentially what our plans for technical rescue is over the next 2-3 years update our courses from FSTEP to CFSTES. We would update two this fiscal year and one next year and then put it through our validation cadre. Will be working with USAR communities and OES to see the highest need. We are also working with OES and CAL FIRE Training Center to fund this cadre. The final one is the Incident Command Wildland Fire cadre, this was Command 2E. This is for information only and just seeking input. Are we heading down the right road or is there something that is a higher priority?

John Walsh, David Barnett, Kim Zagaris, Bret Davidson and Brent Stangeland had a discussion on REMS and how the Rescue Systems courses do not support the REMS folks and how can we bridge Rescue Systems/REMS

David Barnett asked if the Wildland FF2 curriculum is supposed to be rolled into FF2 course? Andrew Henning stated that at one point SFT talked about adding a Wildland FF2 course and talked to the stakeholders about it. We originally went down that path because CAL FIRE wanted it. We reached out to Chief Lawson and Chief Stangeland and there wasn't that need. If there is a need we can work it in to the curriculum but if there is not a need or want, then we will not.

Andrew Henning stated that Rescue Systems will move into next fiscal year and then we may be moving into trench and Confined Space as well as validating some of the Water Rescue curriculum. Kevin Conant stated we want to focus on the 5 disciplines the stakeholders have that OES requires on their engines right now which is Confined Space, Trench, Structural Collapse, Rope and Water for the Technical Rescue track.

Andrew Henning stated the goal is to get this curriculum in compliance with NFPA 1006 as well as the federal USAR requirements. As stated this might be a 2 to 3-year project and might first start as FSTEP courses so we can pilot it and then when the validation group gets together we can convert them over to CFSTES.

Kim Zagaris stated that his thought process, Larry might be talking on the FEMA centric side of house. no matter what happens, we must get validation with this group and other stakeholders on what we need to do because you got limited money and it needs to go to the greater good. If RS3 is greater need than justify it so you get the biggest bang for your buck. If we need to get some other funds, then we can have a conversation.

Andrew Henning stated that typically we don't do cadres after July but we might look into launching that 3rd rescue systems so we don't have the 6-month gap and they are being launched around the same time

D. Digital Course Returns

**Presenter: Kevin Dickson
(Attachment 10)**

Andrew Henning advised the members of some of the changes occurring. About 18 months ago, SFT went to a new computerized system and since that time we have been transferring old records in. Just to give you an idea, 750,000 contacts, several thousand classes, and about 1.5 million training records into the system. Next step is as of January 2019 SFT is going to electronic course returns and scantrons will be eliminated. All instructors will return courses electronically. There are some terminology changes, we are calling class certificates class diplomas now and reserving certification for an actual professional certification such as FF1, etc. these documents have already been placed on the website, the links to the tools to do this are on the website. We have been testing this process with multiple instructors. This year the FF1 test

results were done electronically so we are just turning this on to all other classes. Instructors will submit their request and once approved, will receive an email with the course information on it. Two components that we must get are SFT ID and email for the student. Once we have these we can turn on portal account. The person cannot print professional certification right now; they can print their class history/diploma. They can also give access to their records to someone else for a period of time. Courses will be processed much faster.

E. Title 19-Regulations Update

**Presenter: Caryn Petty
(Attachment 11)**

For the better part of the year State Fire Training has been working on the Title 19 regulations. It is on its way through Office of Administrative Law (OAL) and it includes Title 19, our Procedures Manual, the Course Information and Required Materials Manual (CIRM). The Fee Schedule is not included in this. Everything that was included has already come through this room. We were hoping for January 2019 but it will most likely be February or March. It will be open for public comment and we are hoping for a quick process.

Andrew Henning stated the changes that will be taking place. The new procedures manual will have the retired curriculum removed, will add the new curriculum and Certification tracts. All the interim procedures will be added, the Instructor changes to teach the new courses. It's also cleaning up the manual to reflect our actual business processes. Digital course returns will be included along with and updated on PACE reviews. We haven't been doing PACE the way it states, right now it says to form a committee for every PACE and we are doing it as a staff review. It will still be a staff review but if the applicant doesn't agree with the outcome they can appeal and we will form a committee that will consist of a TO rep, Chief Henning and one other person. It's all stuff that this committee has seen it is just more cleanup of how we are operating SFT.

VIII. Announcements/Correspondence

A. SFT Update

Presenter: Andrew Henning

Andrew Henning talked about the many changes in the business processes within SFT. A. Henning thanked the Fresno TO's for providing the room for the ALA/ARTP joint meeting. At the end of the year our old Chief Officer and old Investigator 1 & 2 will retire so if you are applying for either of those certifications they need to be postmarked by 12/31/18. Fire Fighter 1 scantrons were done away with at the end of last year. The current process is to complete the training, the task book, and the occupational experience, you do not have to do the state written and skills exam. If you apply on or after January 1, 2019 you will then have to take the state skills and written exam through an ALA/ARTP. Regarding Instructor Certification vs. Instructor Registration. Starting January 1, 2019, all new registered instructors will need to take Instructor 1, open the task book and get 40 hours' occupational experience, close the task book and apply for certification. You will then take Instructor 2, open the task book get 40 additional hours, close the task book apply for certification and then take RIO and Ethics. If you are an existing instructor in good standing this has zero impact on you regardless if you are trying to add

courses. We have a new Investigator certification, new Fire Marshal certification, new Emergency Vehicle Technician certification, as well as all the new courses you are familiar with.

Kris Rose talked about staff changes. Susan Pineau retired. We have a new person Frank Vue working on incoming FSTEP classes as well as the Skills/Lead Evaluator applications so if you have questions or are submitting them that is who they go to. We also hired another temporary person starting October 22. Her main duty will be processing the backlog FSTEP classes from a 2015/2016.

Randy Collins asked a question about Instructor 1 & 2. If you take Instructor 1 and want to take Instructor 2, do you have to complete the Instructor 1 task book before you can take instructor 2 class? K. Rose replied no you do not.

Andrew Henning stated you can still meet the Instructor prerequisites for Instructor 2 with the old Training Instructor courses. As of January, even though you can get into course with old courses you can't use them towards registered instructor.

IX. Future Meeting Dates:

January 11, 2019, April 12, 2019 and July 12, 2019.

X. Roundtable

No Report

XI. Adjournment

Meeting was adjourned at 12:02